

FILE NO: PSC2008-1759

TITLE: PARKS AND ROADSIDE MEMORIALS POLICY

OWNER: ASSETS SECTION MANAGER

1. PURPOSE:

- 1.1 To establish a framework that provides Council's position on memorials such as crosses, plaques and the placement of tributary items such as flowers, cards and photographs erected on roadsides, as well as memorials such as seats, plantings and plaques within parks.

2. CONTEXT/BACKGROUND:

- 2.1 Requests for memorials are becoming more prevalent with the changing cultural practices relating to the memorialisation of the deceased.
- 2.2 Roadside memorials symbolically mark a location where a person has died as a result of a motor vehicle crash or other road related incident. Structures such as crosses, seats and garden beds or objects such as wreaths, cards, photographs and ornaments are often placed as close as possible to the location of the crash.
- 2.3 Park memorials are a way of recognising the community's connection with parks. Memorials may add to the cultural and heritage value to the landscape and can help educate the public about significant people and events connected with parks and reserves.

3. SCOPE:

- 3.1 The placement of roadside memorials is a matter for individual families. Council respects the wishes of families wanting to place memorials and will provide sympathetic advice for people making enquiries of this nature.
- 3.2 Road Reserve
- 3.2.1 Council does not encourage the placement of roadside memorials and tributary items, and will not install or maintain memorials on behalf of families or individuals. However, this policy does recognise the social and community benefit of memorials and will approve them if undertaken safely as per the Roadside Memorials Assessment Process, Assessment of Roadside Memorials Guideline and Assessment Template.

3.2.2 Roadside memorials include:

- a) crosses
- b) wreaths
- c) cards
- d) photographs
- e) ornaments.

3.3 Parks

3.3.1 Council provides a framework which allows families or individuals to place memorials within Council owned or managed parks and reserves. The placement of memorials within Council's Parks and Reserves will be managed in accordance with Park Memorials Guideline and the Park Memorials Application Process.

3.3.2 Park Memorials include:

- a) seats
- b) seats with plaque
- c) trees
- d) trees with plaque.

4. **DEFINITIONS:**

4.1 An outline of the key definitions of terms included in the policy.

Memorial	An object established in memory of a person or event.
Plaque	A flat tablet of metal, stone or other appropriate material, which includes text and/or images, which commemorate a person or an event and/or provide historical text or information relevant to its location. Such tablet to be affixed to an object, building or pavement.

5. **STATEMENT:**

5.1 Council recognises the social and community benefits of memorials in our parks and roads.

5.2 Council shall:

- a) Recognise the deep emotions attached to memorials and to be sensitive in dealing with the issues regarding their location within or adjacent to Council's

- parks and roads.
- b) Provide consistent information on the placement, modification, relocation or removal of memorials.
- c) Limit Council's exposure to the potential road safety and public liability risks.
- d) Follow the relevant guideline in the assessment of memorials.

6. RESPONSIBILITIES:

- 6.1 The key position/s responsible for implementing, complying with, monitoring, evaluating, reviewing and providing advice on the policy are the Civil Assets Manager and Community Assets Coordinator.

7. RELATED DOCUMENTS:

- 7.1 Port Stephens Council Asset Management Policy.
- 7.2 Port Stephens Council Assessment of Roadside Memorials Guideline.
- 7.3 Port Stephens Council Assessment of Roadside Memorials template.
- 7.4 Port Stephens Council Assessment of Park Memorial Applications Guidelines.
- 7.5 Roads Act 1993 No 33, Section 138 Works and Structures (NSW).

CONTROLLED DOCUMENT INFORMATION:

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Audience	Community, Public Domain and Services, Assets Section and Corporate Risk Management		
Process owner	Assets Section Manager		
Author	Assets Section Manager		
Review timeframe	4 years	Next review date	25 November 2029
Adoption date	28/01/03		

VERSION HISTORY:

Version	Date	Author	Details	Minute No.
1	28/01/03	Phil Buchan	Roadside Tributes and Memorials Policy	24

Version	Date	Author	Details	Minute No.
2	14/09/10	Assets Section Manager	Roadside Memorials Policy	280
3	08/09/15	Assets Section Manager	Updated Roadside Memorials Policy to incorporate Brand Identity Style Guide V1.0 and introduced parks memorials into the previous Roadside Memorials Policy	268
4	24/04/18	Assets Section Manager	Global Review and updated to policy to new Policy Template. 3.3.2 - Removal of Plaques 7 - Addition of 7.1 and Removal of Assessment and Maintenance of Roads Policy & Assessment and Maintenance of Footpath and Cycleways Policy. Following Public Exhibition 1 Submission was received and comments noted. No change to content of policy however formatted to reflect new template.	095
5	10/07/18	Assets Section Manager	Endorsed by Council at Ordinary Meeting 10/07/18	208
6	09/06/20	Assets Section Manager	Global Review and updated policy to new Policy Template. 2.2 – Further definition regarding the symbolically marked location provided. 5.4 – Updated grammatical error 6.1 – Updated to reflect current template wording 7.4 – ‘Guideline – Assessment of Park Memorials’ added into the Related Documents Adopted as no submissions received during Public Exhibition period.	096

Version	Date	Author	Details	Minute No.
7	14 June 2022	Assets Section Manager	Policy has been reviewed and updated into the current policy template. Update format of clause 5.2.	146
8	25 November 2025	Assets Section Manager	Reviewed with minor changes, 6 – Title update. 7 – Related documents updated to reflect owners and added Roads Act 1993 No 33, Section 138 Works and Structures (NSW). Amended review timeframe to 4 years in accordance with Council's policy and management directive review process.	281